



SACHI A. HAMAI
Interim Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
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"To Enrich Lives Through Effective And Caring Service"

Board of Supervisors
HILDA L. SOLIS
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Fifth District

February 17, 2015

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

11 February 17, 2015


PATRICK O'GAWA
ACTING EXECUTIVE OFFICER

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**LEASE AMENDMENT
DISTRICT ATTORNEY
300 SOUTH PARK AVENUE, POMONA
(FIRST DISTRICT)
(3 VOTES)**

SUBJECT

A five-year lease amendment for 6,938 rentable square feet of office space and 28 on-site parking spaces for the District Attorney.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the lease amendment is categorically exempt from the provisions of the California Environmental Quality Act pursuant to Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by the Board, per Section 15301 of the State of California Environmental Quality Act Guidelines (Existing Facilities).
2. Approve and instruct the Mayor to sign the five-year lease amendment with Pomona Office Tower, LLC, a California Limited Liability Company (Landlord), that will continue to provide the District Attorney uninterrupted use of 6,938 square feet of office space and 28 on-site parking spaces included in the full-service gross rental rate. The maximum initial annual total lease cost is \$138,205. The initial rental costs are 100 percent net County cost.
3. Authorize the Interim Chief Executive Officer and the District Attorney to implement the project. The lease amendment will be effective upon approval by the Board of Supervisors.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The District Attorney (DA), with a staff of 35, occupies 6,938 square feet of office space in two separate suites on the seventh floor of the subject facility. The Juvenile Division occupies 5,209 square feet and prosecutes public offenses of minors designated as 601/602 wards in the County. It also participates in several crime prevention programs including the Abolish Chronic Truancy (ACT) program, the JAIBC 707(b) program, the JAIBG Mentoring program, Juvenile Drug Court, and the High Risk Offender Drug Court.

The DA Hardcore Gang Division (Division) and the Community Law Enforcement and Recovery (CLEAR) Program, occupy 1,729 square feet. The Division and CLEAR prosecute violent gang related crime, principally murders and attempted murders. The Division also provides the prosecution component in multi-agency collaborative gang suppression programs in the County.

The lease is currently on month-to-month holdover. The proposed lease amendment will provide premises and Americans with Disabilities Act (ADA) upgrades by Pomona Office Tower, LLC, a California Limited Liability Company (Landlord), at its cost. It will also continue to provide uninterrupted delivery of services and programs to the target population in the surrounding area.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan Goal of Operational Effectiveness/Fiscal Sustainability (Goal1) directs that we maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services; and the Goal of Community Support and Responsiveness (Goal 2) directs that we enrich lives of Los Angeles County residents by providing enhanced services, and effectively planning and responding to economic, social, and environmental challenges. The proposed amendment supports these goals with a facility that will continue to provide uninterrupted DA services as outlined in Attachment A.

FISCAL IMPACT/FINANCING

The initial annual base rent of \$138,205, will continue at the prevailing rent, which will remain subject to Consumer Price Index (CPI) adjustment. Pursuant to the underlying full-service gross lease, the Lessor will remain responsible for all operating costs associated with the County's occupancy. Sufficient funding for the proposed lease amendment is included in the proposed Fiscal Year (FY) 2014-15 Rent Expense budget and will be billed back to the department. The DA has sufficient funding in its proposed FY 2014-15 operating budget to cover the projected lease amendment costs, which are 100 percent net County cost. Attachment B is an overview of the costs associated with the lease amendment.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed lease amendment will provide the DA uninterrupted use of 6,938 rentable square feet of office space and 28 on-site parking spaces included in the rent. The proposed amendment includes the following provisions:

- A five-year lease term commencing upon the Board of Supervisors approval.

- A rental rate of \$1.66 per rentable square foot, subject to CPI adjustment capped at 3 percent pursuant to the existing lease.
- The Landlord, at its cost, will provide ADA upgrades and base building improvements.
- A County right to cancel the lease at or any time after 36 months of the extended lease term upon 180 days prior written notice.

The Chief Executive Office (CEO), Real Estate Division staff surveyed the immediate area to determine the availability of comparable and more economical sites. Staff was unable to identify any sites in the surveyed area that could accommodate this requirement more economically. Based upon the survey, staff has established that the annual rental rate range for similar space is between \$18.00 and \$26.40 per square foot on a full-service gross basis, including parking. Therefore, the proposed annual rental rate of \$19.92, including parking, is within the lower range of comparable market rates for the area. Attachment C shows all County-owned and leased facilities within a five-mile radius of the subject facility and there are no suitable County-owned or leased facilities available for the program.

The Department of Public Works inspected the facility and has found it suitable for County occupancy. Notification letters have been sent pursuant to Government Code Sections 25351 and 65402. The preparation of premises work will be completed in compliance with ADA and applicable building codes. Additionally, the Lessor has ensured path of travel requirements have been or will be met.

The existing facility, in close proximity to the Pomona Courthouse, will continue to provide a location consistent with the County's Facility Location Policy adopted by the Board on July 24, 2012, as outlined in Attachment D. A childcare facility is not feasible for the department at the proposed leased premises.

ENVIRONMENTAL DOCUMENTATION

The CEO concluded that this project is exempt from the California Environmental Quality Act (CEQA) as specified in Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by the Board, and Section 15301 of the State CEQA Guidelines (Existing Facilities).

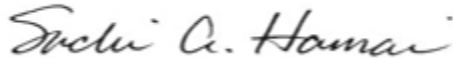
IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed lease amendment will allow the DA continued use of the office space for this County requirement, and the DA concurs with the proposed recommendations.

CONCLUSION

It is requested that the Executive Office, Board of Supervisors, return four originals of the executed lease and the adopted, stamped Board letter and two certified copies of the Minute Order to the CEO, Real Estate Division at 222 South Hill Street, Fourth Floor, Los Angeles, CA 90012.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sachi A. Hamai".

SACHI A. HAMAI

Interim Chief Executive Officer

SAH:TT:CMM

CEM:TS:MM:gw

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
District Attorney

**DISTRICT ATTORNEY
300 SOUTH PARK AVENUE, POMONA**

Asset Management Principles Compliance Form1

1.	<u>Occupancy</u>		Yes	No	N/A
	A	Does lease consolidate administrative functions? ²			X
	B	Does lease co-locate with other functions to better serve clients? ²			X
	C	Does this lease centralize business support functions? ²	X		
	D	Does this lease meet the guideline of 200 sq. ft of space per person? ²	X		
	E	Does lease meet the 4/1000 sq. ft. parking ratio guideline? ²	X		
	F	Does public parking and mass-transit exist to facilitate employee, client and visitor access to the proposed lease location? ²	X		
2.	<u>Capital</u>				
	A	Is it a substantial net County cost (NCC) program? 100% NCC	X		
	B	Is this a long term County program?	X		
	C	If yes to 2 A or B; is it a capital lease or an operating lease with an option to buy?		X	
	D	If no, are there any suitable County-owned facilities available?		X	
	E	If yes, why is lease being recommended over occupancy in County-owned space?			X
	F	Is Building Description Report attached as Attachment C?	X		
	G	Was build-to-suit or capital project considered? ² Insufficient funds and time to locate and improve an alternate facility, even if one were available.		X	
3.	<u>Portfolio Management</u>				
	A	Did department utilize CEO Space Request Evaluation (SRE)?	X		
	B	Was the space need justified?	X		
	C	If a renewal lease, was co-location with other County departments considered?			X
	D	Why was this program not co-located?			X
		1. ____ The program clientele requires a "stand alone" facility.			
		2. ____ No suitable County occupied properties in project area.			
		3. <u>X</u> No County-owned facilities available for the project.			
		4. ____ Could not get City clearance or approval.			
		5. ____ The Program is being co-located.			
	E	Is lease a full service lease? ² County pays utilities	X		
	F	Has growth projection been considered in space request?	X		
	G	Has the Dept. of Public Works completed seismic review/approval?	X		
¹ As approved by the Board of Supervisors 11/17/98 ² If not, why not?					

**FISCAL IMPACT/FINANCING
OVERVIEW OF LEASE CHANGES**

300 SOUTH PARK AVENUE	EXISTING LEASE	PROPOSED AMENDMENT	CHANGE
Area (Square feet)	6,938	6,938	None
Term	5 years	5 years	None
Annual Base Rent	\$172,343 (\$24.84/sq. ft.) (125% holdover rental rate)	\$138,205 (\$19.92/sq. ft.)	-\$34,138 -(\$4.92/sq. ft.)
Cancellation	Any time after 36 months upon 180 days prior written notice	Any time after 36 months upon 180 days prior written notice	None
Parking (included in rent)	21	28	+7
Option to Renew	Two five-year options	One five-year option	-One five-year
Annual Base Rental Adjustment	CPI capped at 3%	CPI capped at 3%	None

*The Lessor, at its sole cost, will provide premises and ADA upgrades.

**DISTRICT ATTORNEY
300 SOUTH PARK AVENUE, POMONA**

Five-mile radius search from the 300 South Park Avenue, Pomona

LACO	FACILITY NAME	ADDRESS	OWNERSHIP	USE	GROSS SQFT	NET SQFT	DEPARTMENT	VACANT SQFT
A059	WEST COVINA REGIONAL SERVICES BUILDING (TERM)	2934 E GARVEY AVE, WEST COVINA 91791-2191	LEASED	OFFICE	8,500	8,160	SHERIFF-PATROL	NONE
A344	DCFS-COVINA ANNEX	1373 E CENTER COURT DR, COVINA 91724	LEASED	OFFICE	29,525	28,050	DC&FS-ADMINISTRATION	NONE
A019	AIR OPERATIONS 24-HR MULTI-MISSION SQUAD	1889 MCKINLEY AVE, LA VERNE 91750-5802	LEASED	OFFICE	8,000	7,916	SHERIFF-ADMINISTRATION	NONE
A359	DPSS-POMONA GAIN PROGRAM REGION III SUBOFFICE	2255 N GAREY AVE, POMONA 91768	LEASED	OFFICE	19,500	18,525	PUBLIC SOCIAL SERVICES	NONE
4135	BRACKETT FIELD-ADMINISTRATION BUILDING1	1615 W MCKINLEY AVE, LA VERNE 91750	OWNED	OFFICE	9,393	3,693	PUB WORKS-AVIATION	NONE
A036	PROBATION-POMONA VALLEY AREA OFFICE	1660 W MISSION BLVD, POMONA 91766	LEASED	OFFICE	21,680	17,618	PROBATION-ADMINISTRATION	NONE
A238	DCSS-POMONA	3179 W TEMPLE AVE, POMONA 91768	LEASED	OFFICE	50,756	48,218	CHILD SUPPORT SERVICES	NONE
A300	DIST ATTY-POMONA INTERVALLEY OFFICE BUILDING	300 S PARK AVE, POMONA 91766	LEASED	OFFICE	9,500	9,025	DA-ADMINISTRATION	NONE
A670	DCFS-CORPORATE CENTER	801 CORPORATE CENTER DR, POMONA 91768	LEASED	OFFICE	49,416	46,945	DC&FS-ADOPTIONS	NONE
D602	DPSS-POMONA WS DISTRICT OFFICE	2040 W HOLT AVE, POMONA 91768	OWNED	OFFICE	54,265	39,418	PUBLIC SOCIAL SERVICES	NONE
A052	DPSS-POMONA IN HOME SUPPORTIVE SRVC	360 E MISSION BLVD, POMONA 91766	LEASED	OFFICE	17,616	16,735	PUBLIC SOCIAL SERVICES	NONE

FACILITY LOCATION POLICY ANALYSIS
February 17, 2015

Proposed Lease: A five-year lease amendment for the District Attorney – 300 South Park Avenue, Pomona – 1st District – Option to cancel after 36 months (3 years).

A. Establish Service Function Category – Regional and local service function

B. Determination of the Service Area –

The District Attorney (DA) occupies 6,938 square feet of office space in two separate suites of the subject facility in close proximity to the Pomona Courthouse. The lease is currently on month-to-month holdover. The proposed amendment will continue to provide uninterrupted delivery of services and programs to the target population in the surrounding area.

C. Apply Location Selection Criteria to Service Area Data

- Need for proximity to service area and population: District Attorney programs are most effective when located in the same geographic area as its consumers and providers and within proximity to the Courts.
- Need for proximity to existing County facilities: N/A
- Need for proximity to Los Angeles Civic Center: N/A
- Economic Development Potential: The surrounding area is in the process of improving existing facilities and sparse new in-fill development.
- Proximity to public transportation: The location is adequately served by transit services and is within close proximity to the junction of the 10, 57, and 71 freeways.
- Availability of affordable housing for County employees: The surrounding area provides for affordable rental opportunities.
- Use of historic buildings: N/A
- Availability and compatibility of existing buildings: There are no existing County buildings available to meet the Department's service needs.

- Compatibility with local land use plans: Notification letters have been sent to the City of Pomona pursuant to Government Code Sections 25351 and 65402. The Department of Public Works inspected the facility and found it suitable for County occupancy.
- Estimated acquisition/construction and ongoing operational costs: The initial annual base rent of \$138,205, which includes parking, will remain fixed for the term. The Lessor will remain responsible for all operating costs associated with the County's occupancy pursuant to the underlying lease. Sufficient funding for the proposed lease is included in the Fiscal Year (FY) 2014-15 Rent Expense budget and will be billed back to the department. The DA has sufficient funding in its FY 2014-15 operating budget to cover the projected lease costs which are 100 percent net County cost. Attachment B is an overview of the lease costs associated with the lease amendment.

D. Analyze results and identify location alternatives

Based upon the space and service needs of the DA, CEO Real Estate staff surveyed the immediate area to determine the availability of comparable and more economical sites. Staff was unable to identify any sites in the surveyed area that could accommodate this requirement more economically. Based upon the survey, staff has established that the annual rental range for similar space is between \$18.00 and \$26.40 per square foot on a full-service gross basis including parking. Therefore, the proposed annual rental rate of \$19.92, including parking, is within the range of comparable market rates for this area.

E. Determine benefits and drawbacks of each alternative based upon functional needs, service area, cost and other Location Selection Criteria

The DA is unable to pursue alternate space of similar cost within proximity to the Pomona Courthouse. Given the foregoing, the Lessor will provide premises and ADA upgrades at its sole cost. The existing DA facility will continue to provide a location consistent with the County's Facility Location Policy adopted by the Board on July 24, 2012.

**AMENDMENT NO. 1 TO LEASE NO. 76624
300 SOUTH PARK AVENUE, POMONA**

THIS AMENDMENT NO. 1 TO LEASE NO. 76624 ("Amendment No. 1") made, entered and dated as of this 17th day of February, 2015 by and between POMONA OFFICE TOWER, LLC, a California limited liability company, hereinafter referred to as "Landlord" and the COUNTY OF LOS ANGELES, a body corporate and politic, hereinafter referred to as "Tenant".

WHEREAS, a Lease by and between Landlord and Tenant was executed July 1, 2008 (the "Lease"), pursuant to which Landlord leased to Tenant certain space located at 300 South Park Avenue, Pomona, California ("Building"), consisting of approximately 6,938 rentable square feet of office space on the 7th floor identified as Suites 725, 760, 770, and 795 (collectively, the "Premises"), and;

WHEREAS, Landlord acknowledges that the terms of this Amendment No. 1 will not become effective until such time that said Amendment is executed by the Board of Supervisors of the County of Los Angeles, and;

WHEREAS, Landlord and Tenant desire to amend the terms of the Lease to extend the term, reduce the rental rate, provide Tenant the right to lease additional space within the Building and construct certain tenant improvements within such additional space and upgrade the existing Premises;

NOW, THEREFORE, in consideration of the foregoing recitals, which are hereby deemed a contractual part hereof and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and the rents, covenants and agreements herein contained, and intending to be legally bound, Landlord and Tenant hereby covenant and agree as follows:

1. **TERM:** Paragraph 4(a), TERM, is hereby amended such that the term of this Lease is hereby extended such that it shall end five (5) years after adoption of this Amendment No. 1 ("Extension Term"), by the Board of Supervisors, unless this Lease is cancelled or otherwise terminated in accordance with the provisions of the Lease.
2. **TERM:** Paragraph 4(d), EARLY TERMINATION, is hereby reinstated such that Tenant shall have the right to terminate this lease at any time after thirty-six (36) months of each of the extended Lease terms by giving Landlord not less than 180 days prior written notice executed by the Chief Executive Officer of Tenant..
3. **RENT:** Paragraph 3, RENT, is hereby amended such that the base rent for the Extension Term shall be \$11,489.55 , or \$1.66 per rentable square foot per month, subject to adjustment as provided in the original Lease.

4. **PARKING SPACES AND PARKING PASSES:** Paragraph 1(n), PARKING SPACES AND PARKING PASSES, is hereby amended such that the number of parking spaces shall be increased to 28.

5. **RIGHT TO LEASE ADDITIONAL PREMISES:** New Section 34 hereby is added to the Lease which states in its entirety as follows:

(a) Provided that no material Default has occurred and is continuing under the Lease, if at any time Landlord has leasable space located on the same floor or contiguous to the Premises (the "Additional Premises"), Landlord shall first give written notice to Tenant ("Landlord's Lease Notice"). Landlord's Lease Notice shall constitute an offer to lease the Additional Premises to Tenant at the rental rate and upon the terms and conditions contained in the Lease and shall state the anticipated date of availability of the Additional Premises. Tenant shall have sixty (60) calendar days after receipt of Landlord's Lease Notice to accept such offer. Tenant shall accept such offer, if at all, only by delivery to Landlord of Tenant's written commitment to lease the Additional Premises at the rental rate and upon the terms and conditions contained in the Lease (the "Expansion Commitment"). Such acceptance of the offer to lease, by delivery of the Expansion Commitment, may be by the Chief Executive Officer, or his designee on behalf of the Board of Supervisors.

(b) If Tenant delivers to Landlord the Expansion Commitment within such sixty (60) calendar day period, all (but not part) of the Additional Premises shall be leased to Tenant commencing on the date Tenant first occupies the Additional Premises for the Permitted Use and continuing for a period of time coterminous with the remaining term, including any options to extend the term. Tenant shall lease the Additional Premises upon the same terms, conditions and covenants as are contained in the Lease.

(c) Landlord shall prepare and Landlord and Tenant shall execute and deliver a written agreement modifying and supplementing the Lease and specifying that the Additional Premises are part of the Premises and subject to all of the terms and conditions of the Lease.

(d) Time is of the essence with respect to the exercise by Tenant of its rights granted hereunder. In the event Tenant fails to deliver to Landlord Tenant's Expansion Commitment within the 60 calendar day period prescribed above, all rights of Tenant to lease the Additional Premises shall terminate and Landlord shall have no further obligation to notify Tenant of any proposed leasing of the Additional Premises, and Landlord shall thereafter have the unconditional right to lease the Additional Premises to third parties or to accept offers from third parties to lease the Additional Premises without further obligation to Tenant.

6. **PREPARATION OF PREMISES:** Paragraph 33, is hereby added to the Lease as follows:

Within thirty (30) days of the date Landlord is notified in writing that the Board of Supervisors has approved this Amendment No. 1, Landlord, at its sole cost and expense, shall commence to upgrade the Premises with new paint and carpet, including furniture lift and replacement, and commence to upgrade the Premises,

Building, structured and surface parking, if applicable pursuant to the Americans with Disabilities Act (ADA) work as shown on Exhibit A. Landlord shall complete said work to commercially reasonable standards within an additional sixty (60) days if commercially practicable and subject to delays beyond Landlord's commercially reasonable control. . Tenant hereby agrees to make timely inspections and to give timely notice of its approval or disapproval of said work. Landlord shall perform all work during weekends and after normal business hours so as to eliminate disruption to Tenant and Tenant's operations.

In the event Landlord should fail, neglect or refuse to commence the preparation of premises work required by Paragraph 33 herein, or fail, neglect or refuse to pursue the improvements with reasonable diligence to completion, Tenant at its sole discretion may perform or cause to be performed said improvements and deduct the cost thereof from the installments of rent next due as a charge to the Landlord.

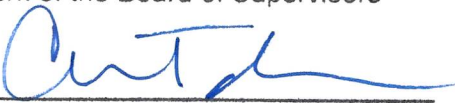
If Landlord fails to complete said work within the timeframe specified herein, subject to force majeure delays, Tenant may thereafter, terminate this Lease effective upon the giving of written notice to landlord and the parties shall have no further obligations to one another hereunder.

Wherever a conflict exists in the terms or conditions of Amendment No. 1, and the original Lease, the terms and conditions of Amendment No. 1 shall prevail. All other terms and conditions of the Lease remain unchanged and are hereby reaffirmed in full force and effect.

IN WITNESS WHEREOF, the Landlord has executed this Amendment No. 1 to Lease No. 76624, or caused it to be duly executed, and the County of Los Angeles has caused this Amendment to be executed by the Board of Supervisors and attested by the Clerk thereof the day, month, and year first above written.

I hereby certify that pursuant to
Section 25103 of the Government Code,
delivery of this document has been made.

PATRICK OGAWA
Acting Executive Officer
Clerk of the Board of Supervisors

By: 
Deputy



ATTEST:
PATRICK OGAWA
Acting Executive Officer-Clerk
of the Board of Supervisors

By: 
Deputy

APPROVED AS TO FORM:
MARK J. SALADINO
County Counsel

By: 
Deputy


300Amd

LANDLORD:
POMONA OFFICE TOWER, LLC
A Delaware limited Liability Company

By: Jamison Services, Inc.,
a California corporation
Its: Authorized Agent

By: 
Phillip Lee
Chief Executive Officer

TENANT:
COUNTY OF LOS ANGELES
a body politic and corporate

By: 
Michael D. Antonovich
Mayor, Los Angeles County

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

11 FEB 17 2015


PATRICK OGAWA
ACTING EXECUTIVE OFFICER

EXHIBIT A

Site Identification:		A330		Occupancy:		District Attorney			
Project Name:		ADA Access Assessment		Original Surveyor's Name:		CEO DCR		Original Survey Date: 8/8/16	
Department Name:		District Attorney		Update Reviewed By:				Date of Review:	
Department Number:		370		Reviewer's Title:				See Self Evaluation Plan	
Building Information and Name:				Inland Valley Office Building		Current Barriers		Current Response Key	
Street Address:				300 S. Park Ave., Suite 700		Total BNI		0	
City & Zip Code:				Pomona, 91766		Total NAP		0	
Floor Number:				7		Total YES		0	
Building Is Leased or Owned:				Leased		YES		Compliant - Barrier Removed	
Building Status:				Open		NO		Not Compliant - Barrier Not Removed	
				Original Transition Plan		Current			
				Total Barriers (NO):		28		Current Barriers (NO): 0	
								See Self Evaluation Plan (SEP)	
Col	Heading	Sub Heading	Barrier	Response	Original Condition	Recommendation	Response	Existing Condition	See Self Evaluation Plan (SEP)
0007	Exterior Route		Vertical changes in levels are less than or equal to 1/2" and route does not include stairs, steps, or escalators.	No	The primary entrance has steps	Designate the entrance at the back of the building as accessible.			
0008	Exterior Route		Changes in level between 1/4" and 1/2" beveled with slope less than or equal to 1:2.	No	Lined cement is located along the exterior route from the designated accessible parking to the proposed accessible entrance.	Changes in level between 1/4 inch high minimum and 1/2 inch high maximum shall be beveled with a slope not steeper than 2%.			
0016	Entrances - Primary		All primary entrances accessible.	No	The primary entrance to the building is not accessible. See Control 0007. The back entrance can potentially be used as an accessible entrance once the existing barriers are removed.	Correct the barriers located at the back entrance and designate the back entrance as accessible.			
0018	Entrances - Primary		At least one primary entrance accessible.		See Ctrl 0008				
0021	Entrances - Primary	Primary Entrance & Proposed Accessible Entrance	Doormats adequately anchored.	No	Doormats at both entrances are not anchor to the floor.	Anchor the doormat to the floor or remove.			
0022	Entrances - Primary		All accessible building entrances identified with at least one standard sign and with additional directional signs along approaching pedestrian ways.	No	ISA signage and directional signage is not provided.	Once the barriers are removed at the alternate entrance and an ISA sign at the door and place directional signs along pedestrian ways leading to the alternate entrance.			
0023A	Parking And Passenger Loading Zones		Self-parking (public/staff) lot has appropriate ratio of accessible spaces (AS): less than or equal to 25 (1), less than or equal to 26 (2), less than or equal to 76 (3), less than or equal to 100 (4), less than or equal to 150 (5), less than or equal to 200 (6), less than or equal to 300 (7), less than or equal to 400 (8), less than or equal to 500 (9), less than or equal to 1000 (24), greater than or equal to 1001 (30 plus 1/4-100). Total is AS#	No	There are two parking areas at this facility. The parking located in front of the building has 45 spaces and 2 accessible spaces. The parking area located at the structure has 287 spaces and no ADA spaces.	If the structure will be used by the general public and accessible spaces according to the parking ratio.			
0024	Parking And Passenger Loading Zones		"Accessible" spaces are greater than or equal to 12' L & W with 5' aisle on passenger side. 2 adjacent spaces 28' W total (two 8' spaces and 5' center aisle).	No	The length of the accessible parking spaces is less than 18' long.	Retroll the accessible parking and ensure the spaces meet ADA compliance and are minimum 18' long.			
0026	Parking And Passenger Loading Zones		1 in 8 (greater than or equal to 1) of accessible spaces with aisle greater than or equal to 5' on passenger side of space & designated "Van Accessible".		See Ctrl 0023A				
0027	Parking And Passenger Loading Zones		Curb or bumper prevents encroachment of car over adjacent walkway. Path of travel (POT) not behind other parked cars.	No	Path of travel from one of the accessible parking spaces requires a person to travel behind a parked car other than their own.	Reconfigure the accessible parking to ensure the spaces meet accessibility codes and that a person does not have to traverse behind a parked car other than their own.			

0030	Parking And Passenger Loading Zones		"Accessible" parking space identified by visible, reflectorized sign.	No	The additional sign below the International Symbol of Accessibility "Minimum Fine \$250" is not provided.	Install the additional sign below the International Symbol of Accessibility "Minimum Fine \$250" at each parking space.			
0031	Parking And Passenger Loading Zones		"Accessible" space(s) with surface ID 36" x 36" and visible to enforcement officers.	No	The surface ID signage is faded and not visible at the accessible spaces. The words "NO PARKING" are not painted on the surface within each access aisle visible from the adjacent vehicular way.	Repair the surface ID signage at the accessible spaces. Paint the words "No Parking" at each access aisle.			
0032	Parking And Passenger Loading Zones		Sign at entrance, or space regulating use. Sign is greater than or equal 17" x 22" lettering is greater than or equal to 1" high.	No	The regulatory sign is not provided at the parking lot entrance.	Install the regulatory sign in a conspicuous location.			
0040	Doors	Primary Entrance and Proposed Alternate Entrance	Bottom 10" of door smooth uninterrupted surface without trap or hazardous condition.	No	Glass is located at the lower 10" of the door and can cause a trap or hazardous condition.	Add a kick plate to the lower 10" of the door at the proposed alternate entrance located at the back of the facility.			
0047	Doors	Primary Entrance, Proposed Alternate Entrance, and Door to Suite 700	Force for pushing or pulling open door is less than or equal to 5 LBF.	No	The force for pushing or pulling open the doors is greater than 5 LBS. The door to Suite 700 is greater than 5 lbs.	Reduce the force for pushing or pulling open doors to 5 lbs or less.			
0052	Interior Route	Suite 700	Minimum clear width of interior route(s) is 44".	No	The interior route by the conference room is 41" wide. The interior route from the inside counter by the recycling bins is 37" wide.	Designated an accessible route of travel from the door at Suite 700 to the conference room and place signage. Remove the recycling bins to an area that is not located along the interior route.			
0069	Ramp	Exterior	Ramps serving primary entrances to buildings with occupant load of greater than or equal to 300 has clear width greater than or equal to 60". Other ramps greater than or equal to 48" width.	No	The width of the ramp is 40".	Retrofit the ramp to ADA standards or designate the entrance at the back of the building as accessible.			
0070	Ramp	Exterior	Ramps have level landings at bottom and top.	No	Landings at bottom and top of the ramp are not level.	Retrofit the ramp to ADA standards or designate the entrance at the back of the building as accessible.			
0072	Ramp	Exterior	Top landings are greater than or equal to 60" wide and have a length of greater than or equal to 60" in the direction of ramp run.	No	Top landing is not greater than 60" wide.	Retrofit the ramp to ADA standards or designate the entrance at the back of the building as accessible.			
0075	Ramp	Exterior	Bottom and intermediate landing(s) at change of direction greater than 30 degrees have a dimension in the direction of ramp run of greater than or equal to 72".	No	Bottom of the ramp changes direction at landing and does not have a clear landing that is 60 inches minimum by 72 inches minimum in the direction of downward travel from the upper ramp run.	Retrofit the ramp to ADA standards or designate the entrance at the back of the building as accessible.			
0079	Ramp	Exterior	Handrails extend greater than or equal to 12" beyond top and bottom of ramp.	No	Handrails do not extend greater than or equal to 12" beyond the top and bottom of the ramp.	Retrofit the ramp to ADA standards or designate the entrance at the back of the building as accessible.			
0082	Ramp	Exterior	Top of handrail gripping surfaces mounted between 30"-34" (ADA 34" & 38") above ramp surface.	No	The top handrail gripping is 32" above the finished floor.	Retrofit the ramp to ADA standards or designate the entrance at the back of the building as accessible.			
0085	Ramp	Exterior	The cross slope of ramp surface no greater than 1:50 (2%).	No	Cross slope of the ramp is greater than 2%.	Retrofit the ramp to ADA standards or designate the entrance at the back of the building as accessible.			

Primary Entrance	Undersides of nosings not abrupt. The radius of curvature at the leading edge of the tread is less than or equal to 1/2".	No	The nosing are abrupt.	Retrofit the steps to ensure the nosing are not abrupt or designate the back entrance at the back of the building as accessible.			
Primary Entrance	Handrails on both sides.	No	Handrails are not provided at the steps.	Add handrails to the front steps or designate the entrance located at the back of the building as the accessible entrance.			
Primary Entrance	All treads, upper approach and landings on exterior stairways marked with color contrasting 2" strips less than or equal to 1" from nose of each step, approach or landing.	No	The 2" color contrasting strips not provided.	Install the 2" color contrasting strip at the exterior stairways or designate the entrance located at the back of the building as the primary entrance.			
Men's and Women's 7th Floor Restroom	Permanent identification for sanitary facility with raised letters & Braille installed on wall adjacent to latch side of door at 60" on center (OCC) above finish floor (AFF) in location so person may approach within 3" without encountering protruding objects or standing within swing of door.	No	Permanent signage was not provided at the public restrooms located in the 7th floor.	Install permanent restroom signage at Men's and Women's Public Restrooms in accordance with 2013 CBC 703.4.1 and 703.4.2 codes.			
	All accessible building entrances identified with at least one standard sign and with additional directional signs to be visible to persons along approaching pedestrian ways.		See Cit 0022				
	Routes that are inaccessible or lead to inaccessible entrance(s) are identified with directional and information signage for locating alternate accessible route(s)/entrance(s). Signage visible to persons along approaching pedestrian ways.	No	The primary door of the building is not accessible. Directional signage was not provided along pedestrian ways leading to the proposed alternate entrance at the back of the facility.	Correct the barriers located at the proposed alternate entrance. Add directional signage leading to the alternate entrance.			
	Permanent identification provided for rooms names, numbers, common use spaces and exits installed on wall adjacent to latch side of door.	No	Permanent signage inside Suite 700 is not provided.	Add permanent signage throughout Suite 700 in accordance with 2013 CBC 703.4.1 and 703.4.2.			
	Accessible aisle/counter identified with signage including ISA in white on blue background.	No	ISA is not provided at the reception counter.	Add the ISA sign at the counter.			
	Client and visitor areas and office areas are accessible.	No	Excess furniture is located at the door clearances.	Remove excess furniture at door clearances.			